

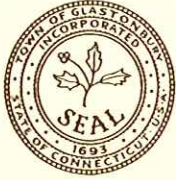
GLASTONBURY TOWN COUNCIL - AGENDA
REGULAR MEETING – TUESDAY, OCTOBER 24, 2017
7:00 P.M. – COUNCIL CHAMBERS, TOWN HALL, MAIN STREET, GLASTONBURY

Council Members: Stewart Beckett III, Chairman; Whit Osgood, Vice Chairman; Kurt P. Cavanaugh; Karen Boisvert; Jill Barry, Lawrence J. Byar; William T. Finn; Thomas P. Gullotta; Cara T. Keefe

PUBLIC HEARING AND ACTION ON PUBLIC HEARING – 8:00 P.M.

NO. 1 \$600,000 TRANSFER FROM THE CAPITAL RESERVE/UNASSIGNED FUND BALANCE TO CAPITAL PROJECTS – SCHOOL AIR-CONDITIONING.

1. Roll Call.
 - (a) Pledge of Allegiance.
2. Public Comment
3. Special Reports.
 - (a) Status report – Revaluation process – October 1, 2017.
4. Old Business.
5. New Business.
 - (a) Action on renewal of leases – Gideon Welles House – Emmy Lou's and EB Taylor.
 - (b) Action on amendment to fee structure – Riverfront Community Center rentals.
6. Consent Calendar.
7. Town Manager's Report.
8. Committee Reports.
 - (a) Chairman's Report.
9. Communications.
 - (a) Letter from CT Siting Council in respond to Town's request for intervenor status – communications tower at 63 Woodland Street.
10. (a) Minutes of October 10, 2017 Council Meeting.
11. Appointments and Resignations.
12. Executive Session.
 - (a) Potential property acquisition.



Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CT 06033-6523 • (860) 652-7500
FAX (860) 652-7505

Richard J. Johnson
Town Manager

October 20, 2017

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: School Air-Conditioning

Dear Council Members:

A Council public hearing and action is scheduled for Tuesday evening on a proposed \$600,000 appropriation and transfer from the Capital Reserve-Unassigned Fund Balance to Capital Projects-School Air-Conditioning. The \$600,000 funds 2 activities. First, final design, specifications and cost estimating, and second, electrical work required at each school to support the proposed project scope. As discussed previously, the project scope envisions ductless, split system units serving classrooms at Buttonball, Hebron Avenue, Hopewell and Naubuc Schools.

Summary background information is presented below.

- As shown on the attached page, the Capital Reserve-Unassigned Fund Balance totals \$1.9 million for FY 2018 and subsequent years. Subject to approval, the \$600,000 allocation will reduce the \$1.9 million to \$1.3± million as compared to the \$1 million minimum threshold established through CIP Criteria.
- The preliminary cost estimate developed by Bemis and its independent cost estimator totals \$2.74 million. This includes purchase of units, electric upgrades, installation, design and miscellaneous. The item most subject to change involves the \$15,000 per unit for installation.
- The final design cost estimating process will fine-tune cost estimates. The attached page shows 3 scenarios involving installation at various cost levels.
- Subject to favorable action Tuesday evening, design will proceed over November and December and be complete for early January 2018. An additional appropriation will be required to allow the project to be competitively bid (installation) and units purchased for system installation by summer 2018.
- With funding approved for electrical, the bidding of this work can be expedited in early 2018 and needs to proceed before installation.

By action at its Wednesday, October 18, 2017 meeting, the Board of Finance unanimously approved a favorable recommendation.

The following is provided for Council consideration on Tuesday evening:

"BE IT RESOLVED, that the Glastonbury Town Council hereby approves a \$600,000 appropriation and transfer from the Capital Reserve-Unassigned Fund Balance to Capital Projects-School Air-Conditioning for design, specifications, cost estimating and electrical upgrades for elementary school air-conditioning, as described in a report by the Town Manager dated October 20, 2017 and as recommended by the Board of Finance."

Additional information can be provided as may be requested.

Sincerely,

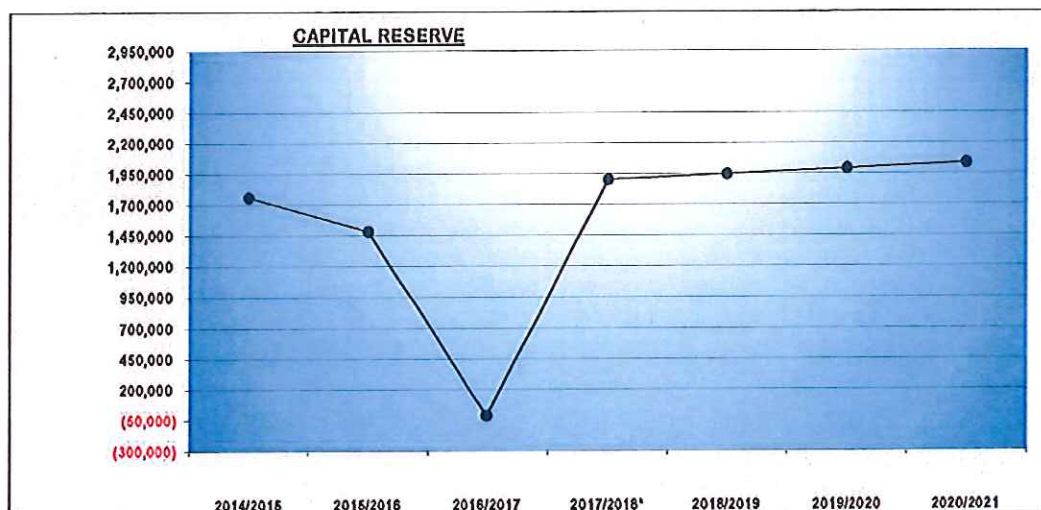
Richard J. Johnson
Town Manager

RJJ:yo
Attachments

Capital Reserve Fund Projection

DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	PROJECTED		
	2014/2015	2015/2016	2016/2017	2017/2018*	2018/2019	2019/2020	2020/2021
REVENUES							
Interest on Investments	\$35,137	\$47,464	\$70,371	\$25,000	\$25,000	\$25,000	\$25,000
OTHER REVENUES							
Farm/land Preservation Fees	12,840	13,917	13,317	20,000	20,000	20,000	20,000
Eastern Blvd. Bridge Grant 80% 15/16		85,272					
Eastern Blvd. Bridge Grant 80% 16/17			134,324				
STEAP Grant - Facilities Building			320,000	1,457,676			
Local Bridge Grant - Eastern Boulevard/Fisher Hill				320,000			
Local Accident Reduction - Hebron Ave/House Roundabout				1,700,000			
State DOT - Hebron Ave Paving				1,250,000			
Multi Purpose Trail				850,000			
Library Space Planning Needs Grant	50,000						
School Security Grant	288,764						
Misc. Reimbursements - Charging Station 2015	4,355						
LOCIP	203,659	204,413					
State Transition Grant			250,000				
Main Street Signals	1,348,526	121,550					
House/Griswold/Harris Intersection 15/16		741,738	92,359				
Easement 210 Griswold Street	93,500						
Contribution - The Mews/Library		275,000	150,000				
Eversource Grant			20,000				
Intersection Realignment 16/17- Hebron Ave/NLT/House				240,000			
Gideon Welles Windows		153,306	38,436	98,258			
EV Charging Station Reimbursement		9,776					
Town Center - Municipal Grants in Aid	226,471	240,799	240,799				
Utility Rebate	13,508						
Smith Middle School Chiller Rebate	55,909						
Open Space Access Grant	244,006						
Main Street Paving	98,240						
MULTI TOWN DISPATCH GRANTS			112,682	512,318			
TRANSFERS IN							
General Fund Budgeted	4,500,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
General Fund Mid Year	132,000	133,800					
Capital Projects Fund: Closed Projects (projected)							
ESTIMATED REVENUES & TRANSFERS	\$7,399,193	\$7,027,035	\$6,442,288	\$11,473,252	\$5,045,000	\$5,045,000	\$5,045,000
DEDUCTIONS							
CAPITAL IMPROVEMENT PROJECTS							
Authorized or Proposed - July 1	\$5,539,000	\$5,950,000	\$7,437,500	\$9,560,000	\$5,000,000	\$5,000,000	\$5,000,000
School Air Conditioning Study		50,000					
Town Center Traffic/Street Improvements		275,000					
Multi Town Dispatch Communications Upgrade		710,000					
Town Facility Shop - STEAP Grant		320,000					
Gideon Welles Windows	280,000						
Riverfront Park Phase II Remediation			500,000				
Library Space Planning Needs Grant	50,000						
Land Acquisition - Project Account	93,500						
Main Street Traffic Signals	380,000						
School Banners	64,746						
TOTAL DEDUCTIONS	\$6,417,246	\$7,305,000	\$7,937,500	\$9,560,000	\$5,000,000	\$5,000,000	\$5,000,000
Period Increase (decrease)	981,947	(277,965)	(1,495,212)	1,913,252	45,000	45,000	45,000
Unreserved Fund Balance Beginning	779,365	1,761,312	1,483,347	(11,865)	1,901,387	1,946,387	1,991,387
Unreserved Fund Balance Ending	\$1,761,312	\$1,483,347	(\$11,865)	\$1,901,387	\$1,946,387	\$1,991,387	\$2,036,387

* Includes Anticipated Grants to be Received.



ELEMENTARY SCHOOL AIR-CONDITIONING
PRELIMINARY COST ESTIMATES AND FUNDING SCENARIOS

OCTOBER 18, 2017

	SCENARIO 1	SCENARIO 2	SCENARIO 3
Design and owner costs	\$100,000	\$100,000	\$100,000
Purchase Units	440,000	440,000	440,000
Electric Upgrades	550,000	550,000	550,000
Install ¹	1,650,000	1,100,000	550,000
Total Order of Magnitude	\$2,740,000	\$2,190,000	\$1,640,000
Capital Reserve Transfer (design and electric)	600,000	600,000	600,000
Order of Magnitude less initial funding-\$600,000 ²	\$2,140,000	\$1,590,000	\$1,040,000
Deduct Purchase and In- house work by Education ³	TBD	TBD	TBD

¹ Assumes \$15,000, \$10,000 and \$5,000 per unit for installation

² "Pre-fund" through appropriation and transfer – General Fund-Unassigned Fund Balance. Reimburse as applicable through 2018-2019 Capital Funding.

³ Potential purchase of units and in-house work by Education as applicable.



Item #3(A)

10-24-2017 Meeting

Town of Glastonbury

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FAX (860) 652-7505

Richard J. Johnson
Town Manager

October 20, 2017

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Revaluation

Dear Council Members:

The state mandated property revaluation process is well underway effective with the October 1, 2017 Grand List. Assessor Nicole Lintereur prepared the attached status report and will attend Tuesday evening's meeting to bring Council up-to-date on this process.

Sincerely,


Richard J. Johnson
Town Manager

RJJ:yo
Attachment

Memorandum

RECEIVED
2017 OCT 20 AM 11:39

TOWN MANAGER

To: Richard Johnson, Town Manager
From: Nicole Lintereur, Assessor 
Date: 10/20/2017
Re: Revaluation status report

RESIDENTIAL

- Data mailers were sent out to all residential property owners requesting they verify key property information.
- Notification letters were sent to all properties chosen for full measure and list.
- Exterior measure & list of 2755 residential properties is completed, of which 1312 were full interior inspections.
- Residents who were not at home (after 3 visits) have been sent callback letters requesting they schedule an appointment for inspection. The last of these letters went out in August. Refusal rate for residential inspections is 14% (381).
- September sales verification is being finalized this week.
- Residential review and analysis is wrapping up. Neighborhood delineations are being reviewed and revised.

COMMERCIAL

- Inspected 200 commercial properties, only 3 refusals.
- Commercial Project Manager has reviewed our income and expense files.
- Commercial consultant has our data in hand to analyze and give broader market input for benchmark properties.
- Commercial/Industrial sales review is complete.

SCHEDULE

- Notices of new values will be sent out by mid-November.
- Vision's web site will be updated with new values at the same time.
- Taxpayers requesting informal hearings with Vision's revaluation staff will be held at the Library during November and December.
- Final notices to be sent out by December 30, 2017.



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Richard J. Johnson
Town Manager

October 20, 2017

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Leases – Gideon Welles House

Dear Council Members:

This is action to extend the leases with Emmy Lou's, LTD and EB Taylor Photography for the town-owned Gideon Welles House. The current 3 year terms end this fall. The proposal is to extend for another 3 year term with a new lease rate of \$1,415 monthly for EB Taylor (second floor) and \$2,400 monthly for Emmy Lou's (first floor). The monthly rate effective 2014 is escalated at 2.25% annually to establish the proposed new lease rate effective 2017 through 2020.

Both Emmy Lou's and EB Taylor Photography continue to operate successfully at this location and are prepared to execute a new 3 year lease as described herein. All other terms and conditions of the lease remain consistent. This includes insurance requirements, tenant responsibility for operating costs, etc.

"BE IT RESOLVED, that the Glastonbury Town Council hereby authorizes a new three (3) year lease term effective 2017 through 2020 with Emmy Lou's LTD and EB Taylor Photography for the town-owned Gideon Welles House, as described in a report by the Town Manager dated October 20, 2017."

Sincerely,

Richard J. Johnson
Town Manager

RJJ:yo



Town of Glastonbury

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FAX (860) 652-7505

Richard J. Johnson

Town Manager

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

October 20, 2017

Re: Riverfront Community Center

Dear Council Members:

The Riverfront Community Center (RCC) opened in August 2005 and accepted reservations for building spaces effective January 2006. A fee structure by room and group (non-profit, private, etc.) was formally established. Several amendments were made in 2007 to fine-tune the fee structure and for the past 10 years the RCC has successfully provided space for a variety of groups, events and activities.

With the opening of the Riverfront Boathouse and experience to date, Kristen Michaels is now assigned to manage rentals of the Boathouse and RCC. This brings a coordinated approach to both facilities.

A review of the fee structure enacted in 2005 and amended in 2007 supports a number of updates. The proposed changes are highlighted below and more fully summarized on the attached page:

- Hourly rates updated to reflect the Greater Hartford area market and 10± years since last adjustments.
- Fee structure is simplified. For example, separate fees for kitchen and patio eliminated.
- Minimum rates for Friday, Saturday and Sunday are adjusted to ensure that Town labor, utility and overhead costs are reimbursed.
- Deposit requirements are streamlined and simplified. Refund schedules are also simplified.
- Some hourly rates are changed to flat rates. For example, supervisor for events when alcohol is served.

The attached pages shows current fees and charges and proposed changes. A market comparison of area private and public venues is also provided. As noted, the proposed rates for Glastonbury compare favorably with the Greater Hartford market. The facilities highlighted in beige are considered most similar to the RCC.

Annual revenues in the \$100,000± range are forecast with the continuing goal of rental revenues offsetting operating costs for the RCC. The proposal represents an effective balance of rental rates for various building users, operating costs and similar area-wide facilities.

Subject to discussion on Tuesday evening, the following is provided for Council consideration:

"BE IT RESOLVED, that the Glastonbury Town Council hereby amends the Schedule of Fees and Charges for the Riverfront Community Center, dated October 24, 2017, as described in a report by the Town Manager dated October 20, 2017."

Lastly, the primary goal for Tuesday evening is to enact the revised hourly rates. In some cases, operating flexibility is important so that staff can respond to changing conditions. For example, this could involve flexibility with deposits and refunds for "special" conditions.

I have asked staff members coordinating events at the RCC to attend Tuesday evening's meeting to respond to questions, as applicable.

Sincerely,

Richard J. Johnson
Town Manager

RJJ:yo

RCC Proposed Revisions – Town Council Reference Guide

October 24, 2017

Group Structure

- Eliminated Group A (internal Town bookings only)

Hourly Rate Changes:

- Hourly rates increased to reflect market rates and time lapse since last update (2007).
- Structure is market-driven, similar to Boathouse, with higher rates on weekends.
- Eliminated additional fees for Kitchen and Patio Use. Built into price to simplify rental package.
- Alcohol Supervisor changed from \$25/hour to flat fee of \$150 to simplify process. This provides a savings for groups who previously had to pay per hour for entire reservation, including setup time when alcohol was not being served.
- Increasing Minimum Spend:
 - Minimum for Friday and Saturday increased from \$240 to \$300.
 - Minimum for Sunday increased from \$240 to \$750 to reimburse Town for increased custodial wage costs on Sundays. Exceptions apply if Community Room has already been booked and therefore building is already open.

Changes to Reservation Conditions:

- Rental Deposit requirements simplified (minimum fee to book the date):
 - 25% for community Room (full or partial)
 - Full payment for smaller rooms. Changed from "\$100 or payment in full."
- Damage/cleaning deposit consolidated:
 - Deposit for Community Room is the same with or without alcohol rather than 2 separate rates under previous terms.
 - \$500 for full Community room, \$300 for partial.
 - \$100 for all other rooms.

Refund Changes:

Community Room:

- Full refund changes from >100 days to >120 days.
- 50% refund changes from 30-99 days to 60-120 days
- No refund changed from <30 days to < 60 days.

All Other rooms:

- Full refund changed from > 30 days to > 60 days.
- 50% refund changes from 7-29 days to 14-60 days
- No refund changed from <7 days to <14 days.

4 Hour Rental Rates				
Lowest Rates Available - ("Non-Profit Group B" Rates at RCC)		Private (Group D at RCC)		
Venue Name	Room Name & Capacity	Weekday	Weekend	Notes -
Riverfront Community Center - CURRENT	Full Community Room (250-500p)	\$545	\$545	Group-B rates are Glastonbury-based Non-profits, who also receive 10 free weekday rental hours before they start paying the rates shown. Rates include kitchen, patio, and alcohol supervisor. Rates are currently the same on weekdays & weekends.
Riverfront Community Center - PROPOSED	Full Community Room (250-500p)	\$630	\$750	Rates shown include kitchen, patio, & alcohol supervisor. *Weekend minimums increased to \$500 on Saturdays and \$750 on Sundays to account for overtime pay of custodial staff. For events that meet this minimum weekend requirement, additional hours are billed at \$150/hour for Group-B and \$250/hour for Group D (private rentals). Setup/breakdown time would need to be additional fee at hourly rates provided. Events without alcohol can reduce these fees by \$150. Additional fee for insurance.
Keeney Center (Wethersfield)	Ballroom (50-200p)	\$600-\$800	\$1400-\$1600	Reduced rates available for smaller rooms/groups.
Glastonbury Hilton Garden Inn	Ballroom (50-200p)	\$1,200	\$1200-\$1500	Weekend rates are for 4-5hours. No nonprofit discounts advertised.
West Hartford Conference Center	Conference Center (240-)	\$900	\$1,250	Rates include mandatory \$200 custodial fee. Additional insurance fee required (\$135/\$345 on weekday/weekend.) No discounts appear to be available for private vs. nonprofit.
Mandell Jewish Community Center (Wetha)	Innovation Center	\$400-\$675	\$400-\$675	Rates reflect 4-6 hour rental ranges. Lowest Available Rates section reflects rate for Jewish Agencies and Nonprofits respectively.
Holcomb Farm (Granby)	North Barn Pavilion (125 p)	\$500	\$400-\$600	Private rates reflect peak season rate ranges. Lowest Available Rates reflect A La Carte weekend rates which are only available when booked within 4 months. Day long rentals also available: Small: \$2,900; Large: \$3,500.
Litchfield Community Center	Banquet Room - (200-250)	\$400-\$600	\$400-\$600	Standard hourly rate of \$150/hour for larger events. Individual room rates of \$50-\$100/hour based on use of room, group size, staffing needs, etc. No nonprofit rates or other discounts advertised.
	Mean Mode	\$667 / \$779 \$1,200	\$842 / \$1038 \$1,600	
Wavony House - New Canaan	Banquet rm(160 p)	n/a	\$1,700-3,400	Lowest Available Rates reflects discount for "Residents"/"Resident Businesses". Lower end of rate ranges are off-peak season. Includes custodial. Insurance required.
Webb Barn (Wethersfield)	Banquet Hall (135 p)	\$2,250	\$3500-\$400	Weekday rate listed applies to Mon-Thursday. Friday/Sunday rates are \$3500 and Saturdays are \$4000. Additional \$250 for chair/table removal and storage. Additional fee of \$350 for events of over 135 people.
Stonington COMO (Community Center)	"Auditorium" (212p)	\$540	\$540	Price reflects 4 hours. Includes setup & breakdown. 10% discount for Members only is reflected in Lowest Available Rates Available. Kitchen use available for flat \$50/fee
Glastonbury Homewood Suites	Claremont room	\$600	\$600	Full day rates only.
Riverfront Recapture (Hartford)	Banquet hall (150 p)	\$750-1,250	\$2000-\$2750	Weekday rates range reflects Daytime vs. Evening Events. Weekends are less on Sundays and more on Saturdays/holidays (upper end of range). No nonprofit discounts advertised. Additional \$500/\$1000 fee for use of patio. Insurance required.
East Hartford Cultural Center	Auditorium (298 p)	\$200	\$200	Private rates shown reflect "Non-Resident" rates at lower end of range and "Business/Profit Making Groups" at upper end of range. Although they call it Profit Making Groups, they do NOT have Non-Profit discounts available. Lowest Available Rates apply to Residents only.
Veteran's Memorial Clubhouse - aka Seldon Brewer House (East Hartford)	Ballroom/Dining Rm Combo (150-180 p)	\$625	\$625	Lowest Rates Available column reflects their "Resident" Rates. Smaller groups can save by booking Dining Room separately or on its own. Additional \$20 for setup/breakdown.
		most similar venues	proposed RCC rates	
			private renters- for-profit businesses or individuals	
			group B - Glastonbury based Non-profit organizations	

most similar venues
proposed RCC rates
private renters- for-profit businesses or individuals
group B - Glastonbury based Non-profit organizations

Group-B rates are Glastonbury-based Non-profits, who also receive 10 free weekday rental hours before they start paying the rates shown. Rates include kitchen, patio, and alcohol supervisor. Rates are currently the same on weekdays & weekends.

Rates shown include kitchen, patio, & alcohol supervisor. *Weekend minimums increased to \$500 on Saturdays and \$750 on Sundays to account for overtime pay of custodial staff. For events that meet this minimum weekend requirement, additional hours are billed at \$150/hour for Group-B and \$250/hour for Group D (private rentals). Setup/breakdown time would need to be additional fee at hourly rates provided. Events without alcohol can reduce these fees by \$150. Additional fee for insurance.

Reduced rates available for smaller rooms/groups.

Weekend rates are for 4-5 hours. No nonprofit discounts advertised.

Rates include mandatory \$200 custodial fee. Additional insurance fee required (\$135/\$345 on weekday/weekend.) No discounts appear to be available for private vs. nonprofit.

Rates reflect 4-6 hour rental range. Lowest Available Rates section reflects rate for Jewish Agencies and Nonprofits respectively.

Private rates reflect peak season rate ranges. Lowest Available Rates reflect A La Carte weekend rates which are only available when booked within 4 months. Day long rentals also available. Small: \$2,900; Large: \$3,500. Standard hourly rate of \$150/hour for larger events. Individual room rates of \$50-\$100/hour based on use of room, group size, staffing needs, etc. No nonprofit rates or other discounts advertised.

Lowest Available Rates reflects discount for "Residents"/"Resident Businesses". Lower end of rate ranges are off-peak season. Includes custodial. Insurance required.

Weekday rate listed applies to Mon-Thursday. Friday/Sunday rates are \$3500 and Saturdays are \$4000. Additional \$250 for chair/table removal and storage. Additional fee of \$350 for events of over 135 people. Price reflects 4 hours. Includes setup & breakdown. 10% discount for Members only is reflected in Lowest Available Rates Available. Kitchen use available for flat \$50/fee

Full day rates only.

Weekday rates range reflects Daytime vs. Evening Events. Weekends are less on Sundays and more on Saturdays/holidays (upper end of range). No nonprofit discounts advertised. Additional \$500/\$1000 fee for use of patio. Insurance required.

Private rates shown reflect "Non-Resident" rates at lower end of range and "Business/Profit Making Groups" at upper end of range. Although they call it Profit Making Groups, they do NOT have Non-Profit discounts available. Lowest Available Rates apply to Residents only.

Lowest Rates Available column reflects their "Resident" Rates. Smaller groups can save by booking Dining Room separately or on its own. Additional \$20 for setup/breakdown.

PROPOSED Town of Glastonbury

Riverfront Community Center, 300 Welles Street, Glastonbury, CT 06033

FEES & CHARGES Schedule B

GROUP B, C, D DESCRIPTION

Group B: 501©(3) Non-profit groups whose primary purpose is to benefit the Glastonbury community.

Group C: 501©(3) Non-profit groups not directly associated with the Town of Glastonbury that serve some members of the Glastonbury community but also the wider region.

Group D: Private Rentals

Please refer to the Riverfront Community Center Building Use Policy for further clarification.

ROOM RENTAL CHARGES

Room	Group B (Glastonbury Non-Profit)	Group C (Regional Non-Profit)	Group D (Private Rentals)
Community Room – FULL (includes kitchen)	\$120/hr M-F \$150/hr Sat & Sun	\$160/hr M-F \$200/hr Sat & Sun	\$200/hr M-F \$250/hr Sat & Sun
Community Room - SIDE A (includes kitchen)	\$75/hr M-F \$90/hr Sat & Sun	\$100/hr M-F \$120/hr Sat & Sun	\$125/hr M-F \$150/hr Sat & Sun
Community Room - SIDE B	\$60/hr M-F \$75/hr Sat & Sun	\$80/hr M-F \$100/hr Sat & Sun	\$100/hr M-F \$125/hr Sat & Sun
Exercise Room	\$45/hr	\$60/hr	\$75/hr
Activity Room - FULL	\$45/hr	\$60/hr	\$75/hr
Activity Room - PARTIAL	\$30/hr	\$40/hr	\$50/hr
Arts & Crafts Room	\$30/hr	\$40/hr	\$50/hr
Conference Room	\$45/hr	\$60/hr	\$75/hr

- A four hour minimum rental is required for all Community Room events taking place on Friday, Saturday or Sunday. A minimum rental fee of \$300.00 will be charged for ALL Private, Non-Profit B & Non-Profit C rentals taking place on Fridays and Saturdays in all other rooms (including Community Room B).
- A minimum rental fee of \$750.00 will be charged for ALL Private, Non-Profit B & Non-Profit C rentals taking place on Sundays in all rooms. If the Community Room has already been booked, the Rental Agent has the authority to lower the minimum to \$300 for other rooms for the same date and time.
- Partial Community Room events for Saturdays and Sundays are only booked within 6 months or less.
- Exercise Room bookings on Saturdays and Sundays are only accepted within 120 days or less, unless Community Room A has already been booked.
- Community Room rentals require a Commercial General Liability Insurance policy that meets the Town's requirements. The Town has a carrier that can provide this. The renter is responsible for paying the premium.
- Non-Profit B users may be charged Custodial Hours for Community Room rentals that involve extensive setup, food and/or kitchen use.
- Rental hours must include set-up, decorating, and clean-up time for all rooms.
- Alcohol consumption is only permitted in the Community Room and must be served by an Approved Alcoholic Beverage Provider. There is an additional \$150 charge for an Event Supervisor when alcohol is served.
- Events that go beyond the hours booked, when approved by the onsite staff, will be charged 1.5x the hourly rate listed above.

ROOM RENTAL DEPOSIT

Community Room - FULL: 25% of the total rental charges, plus \$500 refundable Security Deposit. Balance is due 60 calendar days prior to the event date.

Community Room - PARTIAL: 25% of the total rental charges, plus \$300 refundable Security Deposit. Balance is due 60 calendar days prior to the event date.

All other rooms: Full payment and \$100 Security Deposit are due with signed contract.

A signed contract and deposit are required in order for a date to be secured.

CANCELLATION FEES AND CHANGE OF EVENT DATE FEES

Any Applicant canceling an event or changing their event date will be eligible for a refund of fees paid according to the following schedule:

Community Room (Full and Partial)	More than 120 Calendar Days Prior to Event	Full Refund
	60-120 Calendar Days prior to Event	50% Refund
	Less than 60 Calendar Days prior to Event	No Refund

All Other Rooms	More than 60 Calendar Days Prior to Event	Full Refund
	14-60 Calendar Days Prior to Event	50% Refund
	Less than 14 Calendar Days Prior to Event	No Refund

Exception to Cancellation Fees: In the event of severe inclement weather the cancellation fee will be waived. The Town has the sole responsibility of determining the conditions in which the facilities will or will not be available for usage during inclement weather.

ADDITIONAL CHARGES

Personnel:	Fee:
Event Supervisor (Required for all alcohol events)	\$150.00
Additional Custodian Hours (Determined by Rental Agent)	\$35.00 per hour
Equipment:	Fee:
Stage In Community Room	\$100.00 Flat Fee
Screen In Community Room	\$50.00 Flat Fee
Projector in Community Room	\$50.00 Flat Fee
Screen in Conference Room	\$50.00 Flat Fee
Projector in Conference Room	\$50.00 Flat Fee
Portable Screen	\$50.00 Flat Fee
Upright Piano in Community Room	\$50.00 Flat Fee
TV/DVD Player	\$50.00 Flat Fee
Lectern/Podium	No charge
Microphone with Sound System for Remarks in Community Room	No charge



Town of Glastonbury

Riverfront Community Center, 300 Welles Street, Glastonbury, CT 06033

FEES & CHARGES Schedule B

ROOM RENTAL CHARGES

Room	Group A (Town Affiliated)	Group B* (Glastonbury Non Profit)	Group C* (Regional Non Profit)	Group D* (Private Rentals)
Community Room A & B**	No Fee	\$80/hr. (hours 1-4) \$50/hr. (add'l hrs)	\$110/hr. (hour 1-4) \$75/hr (add'l hrs)	\$160/hr (hours 1-4) \$100/hr. (add'l hrs)
Multi-Use I or II** (1/2 of Community Room Side A or B)	No Fee	\$48/hr. (hours 1-4) \$25/hr (add'l hrs)	\$70/hr. (hour 1-4) \$38/hr. (add'l hrs)	\$95/hr. (hours 1-4) \$50/hr (add'l hrs)
Kitchen	No Fee	\$50 (flat fee)	\$75 (flat fee)	\$100 (flat fee)
Patio	No Fee	\$75 (flat fee)	\$100 (flat fee)	\$125 (flat fee)
Exercise Room	No Fee	\$30/hr.	\$40/hr.	\$60/hr.
Activity Room A & B	No Fee	\$30/hr.	\$40/hr.	\$60/hr.
Group Room I or II (1/2 of Activity Room Side A or B)	No Fee	\$20/hr.	\$30/hr.	\$40/hr.
Art & Craft Room	No Fee	\$20/hr.	\$30/hr.	\$40/hr.
Conference Room	No Fee	\$25/hr.	\$35/hr.	\$50/hr.

A four hour minimum rental is required for all Community Room/Multi Use I or II Rooms taking place on Friday, Saturday or Sunday. A minimum rental fee of \$240.00 will be charged for ALL Private, Non-Profit B & Non-Profit C rentals taking place on Fridays, Saturdays & Sundays in all other rooms.

* Non-Profit B users will be charged 4 Custodial Hours for use in Community Room and 2 Custodial Hours for use in Multi-Use I Room that involves extensive setup, food and/or kitchen use.

GROUP A, B, C, D DESCRIPTION

Group A: Non-profit groups connected to or associated with the Town of Glastonbury that benefit Town residents exclusively. Applications must be in the form of an Internal Building User and submitted by a Town Department.

Group B: 501©(3) Non-profit groups whose primary purpose is to benefit the Glastonbury community.

Group C: 501©(3) Non-profit groups not directly associated with the Town of Glastonbury that serve some members of the Glastonbury community but also the wider region.

Group D: Private Rentals.

For more information on Group categories, please refer to the Riverfront Community Center Building Use Policy.

ROOM RENTAL DEPOSIT

25% of the Full Rental Charge for the Community Room or Multi-Use Room I or II is due with Signed Contract.

Balance is due 120 calendar days prior to the event date for Community Rooms and Multi-Use Room I or II.

\$100 or Payment In Full (whichever is less) is due with Signed Contract for all other rooms.

Balance is due 60 calendar days prior to the event for all other rooms.

A signed contract and deposit (amount indicated above) are required in order for a date to be secured.

DAMAGE/CLEANING DEPOSITS (REFUNDABLE PROVIDED NO DAMAGE DONE OR EXCESS CLEANING REQUIRED DUE TO RENTAL)

Rooms	Damage Deposit	Damage Deposit	Cleaning Deposit	Cleaning Deposit
	Alcohol Event	Non-Alcohol Event	Alcohol Event	Non Alcohol Event
Community Room	\$300	\$200	\$200	\$100
Multipurpose Room I or II	\$200	\$100	\$100	\$50
All other Rental Rooms	N/A	\$50	N/A	\$50

CANCELLATION FEES AND CHANGE OF EVENT DATE FEES

Any Applicant canceling an event or changing their event date will be eligible for a refund of fees paid according to the following schedule:

Community Room & Multi Use Rooms I and II	100 or More Calendar Days Prior to Event	Full Refund
	30-99 Calendar Days prior to Event	50% Refund
	Less than 30 Calendar Days prior to Event	No Refund

All Other Rooms	30 or More Calendar Days Prior to Event	Full Refund
	7 -29 Calendar Days Prior to Event	50% Refund
	Less than 7 Calendar Days Prior to Event	No Refund

Exception to Cancellation Fees: In the event of severe inclement weather the cancellation fee will be waived. The Town has the sole responsibility of determining the conditions in which the facilities will or will not be available for usage during inclement weather.

All room change accommodations are based upon availability.

ADDITIONAL CHARGES

Staffing: Additional staffing required as per town policy shall be charged at a rate equivalent to the town wage and associated payroll costs. As applicable, new rates will be published each July 1st.

Equipment: Some equipment is available for use/rental at an additional fee. *(All equipment rentals are based upon availability.)*

Personnel:	Fee:
Event Supervisor Required for All Alcohol Events	\$25.00 per hour
Building Supervisor	\$20.00 per hour
Custodian	\$34.00 per hour
Equipment:	Fee:
Stage	\$100.00
Screen In Community Room/Multi-Use II	\$50.00 Flat Fee
Projector in Community Room/Multi-Use II	\$50.00 Flat Fee
Screen in Conference Room	\$50.00 Flat Fee
Projector in Conference Room	\$50.00 Flat Fee
Portable Screen	\$50.00 Flat Fee
Upright Piano	\$50.00 Flat Fee
TV/DVD Player	\$50.00 Flat Fee
Lectern/Podium	No charge
Microphone with Sound System for Speech Making	No charge



Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CT 06033-6523 • (860) 652-7500
FAX (860) 652-7505

October 20, 2017

Richard J. Johnson
Town Manager

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Town Manager's Report

Dear Council Members:

The following will keep you up-to-date on various topics.

a. Chief of Police.

I am pleased to advise that Marshall Porter is appointed Chief of Police effective November 8, 2017. A formal swearing-in ceremony is scheduled for 10:00 a.m. on the 8th in Council Chambers.

Chief Porter brings a 26 year career in law enforcement to Glastonbury having served in 4 communities and most recently as Captain/Executive Officer for the Farmington Police Department.

Chief Porter holds a Bachelors and Master's Degree in Psychology and Criminal Justice, respectively, from CCSU. He is looking forward to joining the Glastonbury Police Department and working with members of the Department, Town organization and community.

b. Public Information Hearing.

State DOT and its consultant, CME, have tentatively scheduled a public information hearing to hear comments on proposed realignment of exit ramps from Route 17 to New London Turnpike. The hearing is tentative for 7:00 p.m. on Thursday, December 14, 2017 (snow date Wednesday, January 10, 2018). Time and date to be confirmed when arrangements finalized.

c. Bond Anticipation Note Sale.

A \$1.65 million Bond Anticipation Note (BAN) sale processed on Thursday, October 19, 2017, attracted 5 respondents with net interest bids of 1.2251 to 1.550. A very successful process with a highly favorable result. The \$1.65 million is for previously approved land purchases.

d. Land Donation.

By action at its Tuesday, October 17th meeting, the TP&Z unanimously approved a favorable recommendation under CGS 8-24 for the proposed donation of 5 acres of open space to the Town. This is the parcel off Thompson Street. Subject to further due diligence, a recommendation will be forwarded for Council action.

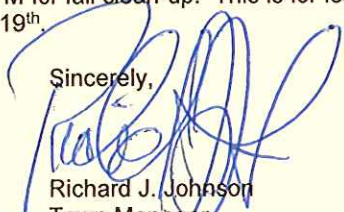
e. Drug Take Back.

On Saturday, October 28th, from 10AM to 2PM the Town will sponsor a prescription drug take back program. This will be a drive-thru system at the Academy School. 377 pounds of medications were collected at the April 2017 event and 275 pounds deposited to the Police drop-box since May 2017.

f. Leaf Drop Off.

The Transfer Station is now open Sundays from 8AM to 4PM for fall clean-up. This is for leaves and grass clippings only. Sunday hours continue through November 19th.

Sincerely,


Richard J. Johnson
Town Manager

RJJ:yo



STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: siting.council@ct.gov

www.ct.gov/csc

ITEM #9(A)
10-24-2017 Meeting

RECEIVED
2017 OCT 13 AM 9:06

TOWN MANAGER

VIA ELECTRONIC MAIL

October 6, 2017

Richard J. Johnson
Town Manager
Town of Glastonbury
2155 Main Street
P.O. Box 6523
Glastonbury, CT 06033-6523

RE: **DOCKET NO. 478** - Eco-Site, Inc. and T-Mobile Northeast, LLC application for a Certificate of Environmental Compatibility and Public Need for the construction, maintenance, and operation of a telecommunications facility located at 63 Woodland Street, Glastonbury, Connecticut.

Dear Mr. Johnson:

The Connecticut Siting Council (Council) is in receipt of your letter of September 27, 2017, requesting Party status for the Town of Glastonbury in Docket No. 478.

Your request will be placed on the next meeting agenda, a copy of which will be sent to you. Your attendance is welcome, but is not required. You will be notified of the Council's determination immediately thereafter.

Copies of the application are available at the Glastonbury Town Hall. All documents filed to date are available at the Council's office or on our website under pending matters.

Please contact me if you have any questions.

Very truly yours,

Melanie A. Bachman
Executive Director

MB/RDM/lm

c: Council Members
Parties and Intervenors

**GLASTONBURY TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 10, 2017**

The Glastonbury Town Council with Town Manager, Richard J. Johnson, in attendance, held a Regular Meeting at 7:00 p.m. at the Council Chambers of Town Hall, 2155 Main Street, Glastonbury, Connecticut.

1. Roll Call

Council Members

Dr. Stewart Beckett III, Chairman
Mr. Whit C. Osgood, Vice Chairman
Mrs. Jill Barry
Ms. Karen Boisvert {excused}
Mr. Lawrence J. Byar
Mr. Kurt P. Cavanaugh
Mr. William T. Finn
Mr. Thomas P. Gullotta
Mrs. Cara T. Keefe

(a) Pledge of Allegiance.

Led by Chairman Beckett

2. Public Comment.

Mrs. Barry said that she and Mr. Gullotta had volunteered their time for the Connecticut River Book Auction and having been inspired by Sandy Sergio, wanted to donate \$500 to the Glastonbury Poet Laureate.

Mrs. Jill Grieveson of 3 Tryon Farm Road said that she and Chris Gullotta founded T.A.L.K. for civil dialogue saying that political discourse has gotten so polarized that nothing can be discussed without being branded and name calling. She also invited all to the candidate's forum to be held 7pm, Tuesday, October 17, 2017, at the Congregational Church in South Glastonbury where there would be 2 moderators posing questions to the candidates about local topics.

Ms. Audrey Smith of 53 Belle Woods Drive listed large capital projects in town such as the Riverfront, Nayaug, GHS, boathouse and magnet school and after attending kindergarten orientation in sweltering heat, she became an advocate for school air conditioning. She said it was not a want but a need with buildings being turned into ovens without it. She said that animal kennels and economy cars have a/c to demonstrate it is a necessity. She noted that saying that

they could wait for a/c was no appropriate as they have waited at least a decade. She questioned what they were waiting for.

Dr. Alan Bookman, Superintendent, said that they are mindful of the stressful budget situation and have done many things to save money including modest work on the Gideon Welles septic and Eastbury water heater to avoid larger budget projects previously anticipated. He spoke to the plan to use Eastbury for the weight room saving \$800,000 and the delay of Eastbury boiler work until 2026. He said they would be back for a special revenue fund for their LINKS program. He said much has been delayed or eliminated and they will look closely at their roofs but are asking \$1.6M for air conditioning. He emphasized they need to move this project forward as the lack of cooling in the rooms is their biggest impediment to learning with must time lost. He noted that they can't leave doors and windows open like they once could.

Mrs. Susan Karp of 32 Rampart Drive, thanked the public at this meeting and those in the past. She thanked Mrs. Barry and Mr. Gullotta for their impassioned pleas and the entire Council for getting this on the agenda tonight. She said that Dr. Bookman has demonstrated the savings found in the CIP. She noted that this is the 26th day of school with heat and/or humidity creating oppressive conditions in their schools without air conditioning representing 14% of the school year and they still have spring to face. She asked for their vocal support for the air conditioning project at \$1.6M for a healthy environment for students and staff. She said the Board of Education is willing to work with the Council and asked that the rhetoric be put aside and let the taxpayers know the education budget is best used in every classroom every day.

Ms. Denise Weeks of 334 Hollister Way West advocated for air conditioning criticizing a remark that it is expensive and only used for part of the year when they spend money to seed and for sprinklers that are only used for part of the year. She reiterated that they can't open windows and doors post Sandy Hook, that it has been studied to death and the time to move is now.

Ms. Deb Carroll of 17 Green Briar criticized the Council for their lack of action over the last month while kids continue to go home sick. She said that she suspected that the Council planned to send the issue to the Board of Finance knowing it would not be supported. She thanked them for their part in the town being financially healthy but asked them to move this forward.

Mr. Jim Zeller of 210 Woodland Street noted that he served on the Board of Finance and the Board of Education for the 12 years before that. He continued saying that he heard the criticism of the Council for delay but the whole problem does not rest with the Council. He stated that the state financial situation looms and that as recent as 2015, the Board of Education made the intercom system their top priority, not air conditioning. He continued saying that the Board of Education failed to get a study to move it forward then rejected an option to dehumidify the

schools opting for full air conditioning or nothing. He reiterated that it was not only the Council that caused delay to the project.

Mr. Linda Provost, Principal of Hebron Avenue School, advocated for the children and staff, including custodial staff in the summer, all whom currently face unhealthy conditions due to the heat from lack of air conditioning.

Ms. Jennifer Constanzo of 52 Russet Road said she represented the Hopewell PTO and advocated for the air conditioning echoing that they cannot open doors and windows due to safety concerns, climate change is bringing about more hot days and it's too hot to learn or teach. She noted that Eastbury Café lost ventilation and the children were sent home. She said that there are always things to spend money on but the children, parents and staff choose air conditioning

Ms. Cyndi Wallace of 84 Ridgecrest Road said they all agree it is hot and they need to do it asking them to stop arguing and finger pointing and find a way. She criticized the thought they should wait to know about Gideon Welles until helping the students in the grades K-5 where there are 4, 5 and 6 year olds that can't regulate their body temperature well. She opposed another study saying \$50K represented the cost of a teacher.

Ms. Mary LaChance of 281 Cedar Ridge Drive echoed the sentiments of the previous speakers in favor of air conditioning.

Ms. Ally Sexton of 45 Hardin Lane said her children used to go to Buttonball and were redistricted to Nayaug adding Nayaug is a big beautiful school with air conditioning. She said it isn't fair that the other 5 don't have it and it's not fair that they lose so many days and weeks to the heat which is not conducive to learning.

Mr. Kent Hurlburt, Principal Buttonball Lane, said that air conditioning is a tremendous benefit to education and that extremes in temperature get in the way of learning for the children, and the teachers are equally impacted being exhausted and frustrated. He urged the Council to move it forward.

Chairman Beckett noted the end of the public comment time period saying that it was a challenging issue and while they all support it, it is a matter of the project and how they pay for it.

Motion By: Mrs. Barry

Seconded By: Mr. Gullotta

BE IT RESOLVED, that the Glastonbury Town Council hereby extends the public comment period to allow all members of the public in attendance the opportunity to speak.

Disc: Mr. Gullotta said that they didn't have a long agenda and said that if people are willing to come out, he'd like to hear what they have to say. Mr. Finn concurred.

Result: Motion carries {8-0-0}

Ms. Jen Main, Teacher Buttonball Lane, said that teachers do what's best for the kids every day but temperatures 85-103 degrees are not what's best. She said the kids will slump, be still or lay down giving blank stares and academic performance suffers. She said that they can't monitor their own bodies and they have to remind them to drink and end up re-teaching material adding that ideal learning is from 72 to 77 degrees.

Ms. Anabela Xavier, Teacher Buttonball Lane, said that they used to be able to open windows and doors but without that due to security, the schools feel like Bangladesh due to the heat and humidity. She said it is a different environment with unprecedented heat with years and years of studies speaking to learning and temperature. She said that 112 degree temperatures makes people sick and air conditioning is expensive but doing nothing is also a detriment to home values.

Ms. Kristen Sullivan, Teacher Buttonball Lane, said that whatever the temperature outside, it is at least 10 degrees hotter in the classrooms with stagnant, humid air that makes it feel like a rainforest. She talked about the students trying to cope with the temperatures with many feeling sick and asking to go to the nurse. She said all the teachers delay content and the teachers and students deserve better. She asked the Council to come to the schools to feel what it's like and asked them to move forward.

Ms. Kathleen Murphy, Principal Hopewell School, expressed support of air conditioning noting that students that are expected to engage have their heads on the desk and both teachers and the children are sick. She asked that they support air conditioning.

Miss Melina Velendzas, 5th Grader from Hopewell, said she was here in January when the Council was supposed to look into air conditioning but nothing had been approved yet. She said that since then, there was a hot spring and fall where kids have fainted and gotten sick. She said that she has gotten sick and dreads going to school when it's hot. She questioned why they don't close the school for the heat like they do for snow and asked them to get climate control in the schools.

Ms. Sara Caruso of 102 Shelley Lane expressed support of air conditioning in the schools saying that if the meeting wasn't air conditioned, she wouldn't have attended.

Mr. Jason Kornfield of 19 Deerfield Drive said he was surprised to learn of the issue of the lack of air conditioning and that he wouldn't have moved to the town if he had known.

Ms. Amanda Albert of 58 Rolling Hills Drive said she was a teacher and parent and that her child gets headaches with the heat. She asked that they consider air for the café spaces as she witnesses children on stage with sweat dripping of their faces trying to learn instruments.

Ms. Annie Kuhn, Teacher Buttonball Lane, said she lives in Tolland also with a budget crisis. She said that if the Council is sick and tired of hearing about the air conditioning, imagine how the students and teachers feel about living it every warm day. She said that demands on teaching and learning have been growing, safety issues exist now that once didn't and the heat is worse than it once was. She said that it's not equitable with Nayaug having air conditioning when all the youth take the same assessments. She urged the Council to address the air conditioning.

Ms. Becky Pingel of 2 Chase Hollow believed Dr. Bookman can get the project done for \$1.6M and said that the Council Members were elected to represent the residents asking them to get this done. She said that at first, she understood the project was too much but this is reasonable adding the Mayor of New York City committed to put air conditioning in the schools. She noted that every single Principal was present to advocate for air conditioning.

Mr. Michael Litke of 292 Feldspar Ridge said he was a parent and Principal of Naubuc and when it's hot, they all move to the few air conditioned spaces they have available. He noted the Harvard research on test scores and temperature and that 5 days of 80 degrees or higher impacts test scores and they have had 25 days.

Ms. Sue-Yang Chi of 118 Fairway Crossing said that one of her children has special needs and if his classroom got above 80 degrees, he would experience big issues. She continued saying that he got air conditioning but that it wasn't okay for the other kids. She said that the Board of Education knows the costs from experience and while maybe not state of the art, it will work. She asked the Council to support the Board of Education.

Miss Clara Hancock of 262 Bell Street expressed support for air conditioning saying her classroom is one of the hottest. She said she has a hard time learning and focusing on the teacher and her work.

Ms. Megan Abernathy of 59 Pilgard Lane said that her child in the school without air conditioning comes home exhausted due to the heat. She asked the representatives to come together for the youngest residents that can't speak for themselves and that her vote in November will be for who comes to the table to do what's right.

Ms. Jen O'Keefe of 41 Karenlee Road said she was neutral on air conditioning until she went to parent orientation where it was so incredibly hot, she couldn't focus. She said that at 7pm, it was over 90 degrees. She said when she asked her daughter about it, she said that she used to think she was a top reader but she couldn't finish a timed test so it is not only impacting the children's ability to perform but also their confidence in themselves. She said she heard they were talking about moving up the tests so they wouldn't be impacted by the heat but that means the children will have less time to prepare.

Mr. Zeller spoke again noting the town charter requires projects over \$3M to go to referendum and including Gideon Welles, this will exceed \$3M. He said while it may seem like a hurdle, it is designed to protect the taxpayers. He said they shouldn't break up the project and they could go to referendum in April. He said that they shouldn't have to wait at Gideon Welles.

3. Special Reports.

None

4. Old Business.

- (a) Action on proposed \$50,000 transfer for final design and specifications – proposed school air-conditioning – Capital Reserve-Unassigned Fund Balance to Capital Projects (refer to Board of Finance; set public hearing).**

Mr. Johnson reviewed his memo to the Council on the subject dated October 6, 2017, noting that a number of speakers spoke to a study for \$50K when the \$50K proposal is for final design and specifications so they are able to bid the project. He provided the Council the status of the fund balance noting their self-imposed minimum of 12% and that they are currently at 15%. He said that state budget reductions could cause them to have to dip into the fund bringing it below their desired threshold. He said that it does assume \$2.7M is pending for a significant land acquisition as well as potential money back from pending litigation. He said there are only two parcels left at Gateway. He noted that the capital reserve undesignated fund balance is \$1.9M and next year, \$1.95M with their minimum of \$1M plus there are a number of grant funded projects. He emphasized that the preliminary cost estimate is just that, preliminary, and they expect it to come down with the largest variable being installation. He reviewed the scheduling and funding variables with option one having the bidding process in January and February and two, funding the installation and purchase of the units in January to save three to four weeks which came in response to inquiries about how they could expedite the project components.

Vice Chairman Osgood asked if the \$50,000 for design allows them to go to bid to which Mr. Johnson said yes with final approval on October 24. Vice Chairman Osgood noted that should this move forward, they would need the Board of Finance recommendation. Mr. Johnson continued talking about the funding of the installation from the capital reserve fund and general fund as well as capital projects adding that Dr. Bookman had suggested some work from in-house staff.

Motion By: Mr. Cavanaugh

Seconded By: Mr. Gullotta

BE IT RESOLVED, that the Glastonbury Town Council hereby refers to the Board of Finance a proposed \$50,000 appropriation and transfer from the Capital Reserve-Unassigned Fund Balance to Capital Projects-School Air-conditioning, and schedules a public hearing for 8:00 p.m. on

*Glastonbury Town Council
Regular Meeting of October 10, 2017
Recording Clerk - KMM
Minutes Page 6 of 10*

*Glastonbury Town Council
Regular Meeting of October 10, 2017
Recording Clerk - KMM
Minutes Page 7 of 10*

Amendment By: Mr. Gullotta

Seconded By: Mrs. Barry

BE IT RESOLVED, that the Glastonbury Town Council hereby amends the amendment to add \$550,000 for the electrical work to the \$50,000 for design and specifications.

Disc: Mr. Gullotta said this came up at the agenda setting meeting with Chairman Beckett suggesting they do the electrical work now adding he agreed. Mr. Johnson said that the preliminary estimates for electrical are good. He continued noting that the \$2.7M assumes installation on a contractual basis adding that regardless of funding, they won't go to bid until January as they need November and December for design and specification but this would offer a 2-4 week head start. Vice Chairman Osgood asked if it was possible to go to bid without funding in place. Mr. Johnson said historically, funding is in place but they have done it once before with the Riverfront Park, Phase II. Vice Chairman Osgood opposed going to the Board of Finance without a firm project cost. Chairman Beckett says that it was his idea as they are trying to thread the needle to address the concerns of both the Boards of Education and Finance.

Mr. Byar said he wasn't up there to say what the public wants to hear so he'll get votes, he wants to solve the air conditioning issue and be legally and fiscally responsible. He suggested waiting the two weeks to get a funding recommendation from the Board of Finance adding they need to know where the money is coming from. He said he could support this but also wants a full funding recommendation from the Board of Finance. Mr. Finn said he didn't think this was the most prudent way but thinks the Board of Finance could navigate and make a positive recommendation. Mrs. Keefe expressed support confirming that the Board of Finance meets the following Wednesday at 4pm. Vice Chairman Osgood said he would vote against this motion although he is not against air conditioning but it was important how they pursue the project. Mr. Cavanaugh echoed Vice Chairman Osgood's sentiment. Mr. Johnson said that procedurally they would discuss the entire project adding they would have to go to public hearing before recommendation.

Result: Motion carries {6-2-0} with Vice Chairman Osgood and Mr. Cavanaugh opposing.

Mrs. Keefe left the meeting at 9pm.

5. New Business.

(a) Action on proposed donation of open space to Town (refer to Town Plan & Zoning Commission).

Mr. Johnson reviewed his memo to the Council on the subject dated October 6, 2017, noting that the property does not adjoin any town properties but does adjoin wooded private property. He

said to accept the donation, they need to refer this to TPZ. Chairman Beckett supported the referral.

Motion By: Mr. Cavanaugh **Seconded By:** Mr. Gullotta
BE IT RESOLVED, that the Glastonbury Town Council hereby refers to the Town Plan & Zoning Commission acquisition of the 5± acre open space parcel at Lot W18E Thompson Street, as shown on the attached page and described in a report by the Town Manager dated October 6, 2017.

Result: Motion carries {7-0-0}

6. Consent Calendar.

- (a) **Action on the application of Horseshoe Lane Associates, LLC for a Change of Zone from Rural Residence to Residence AA Zone, and then a Change of Zone to Planned Area Development – Glastonbury Glen PAD – 18 single family dwellings on 15.532 acres, Assessor's Lot E-3AA Orchard Street and a portion of Assessor's Lot S-54 Hebron Avenue (refer to Town Plan & Zoning Commission; set public hearing).**

Motion By: Mr. Cavanaugh **Seconded By:** Mr. Gullotta

a. Glastonbury Glen PAD.

BE IT RESOLVED, that the Glastonbury Town Council (Zoning Authority) hereby refers the application of Horseshoe Lane Associates, LLC for a Change of Zone from Rural Residence to Residence AA Zone, and then a Change of Zone to Planned Area Development – Glastonbury Glen PAD, Assessor's Lot E-3AA Orchard Street and a portion of Assessor's Lot S-54 Hebron Avenue, to the Town Plan & Zoning Commission for a report and recommendation under CGS Section 8-24, and schedules a public hearing for 8:00 p.m. on Tuesday, December 5, 2017 in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury.

Result: Motion carries {8-0-0}

7. Town Manager's Report.

Mr. Johnson reviewed his report to the Council dated October 6, 2017, noting the opening of the New London Turnpike and Hebron Avenue roundabout and the explanatory text for the referendum. Mr. Finn asked for a list of attendees at the roundabout meeting saying that the construction timeline was not what they had thought and he had been contacted by area business owners. He said that communication has to be the highest priority emphasizing it wasn't sufficient to put information on a website but instead, should be proactive in delivering the good news and the bad. He praised the completed roundabout.

Motion By: Mr. Cavanaugh **Seconded By:** Mr. Gullotta

BE IT RESOLVED, that the Glastonbury Town Council hereby acknowledges receipt of the Town Manager's quarterly expense report from July 1 to September 30, 2017.

Result: Motion passes unanimously {7-0-0}

Chairman Beckett said they did a great job on the roundabout and while it took longer than expected, hopefully, it was done right. He said signs were still an issue in East Glastonbury. Mr. Johnson said he was working on the signs and may enlist the help of the reconstituted agricultural group to help with the seasonal signs. Mr. Gullotta said that he heard from the public that they are having trouble downloading committee meetings because the town uses JAVA and asked Mr. Johnson to look into it. Mr. Cavanaugh asked Mr. Johnson to send praise to Dan Pennington for the roundabout. Mrs. Barry echoed compliments on the roundabout and praised the Police Department for their support as well. Chairman Beckett said he watched a tractor trailer negotiate the roundabout successfully without slowing down.

8. Committee Reports.

(a) Chairman's Report.

9. Communications.

None

10. Minutes

(a) Minutes of September 26, 2017 Council Meeting.

Motion By: Mr. Cavanaugh

Seconded By: Mr. Gullotta

BE IT RESOLVED, that the Glastonbury Town Council hereby approves the minutes as submitted for the regular meeting held September 26, 2017.

Result: Motion passes unanimously. (7-0-0)

11. Appointments and Resignations.

None

12. Executive Session.

Not held

13. Adjournment

Motion By: Vice Chairman Osgood

Seconded By: Mr. Gullotta

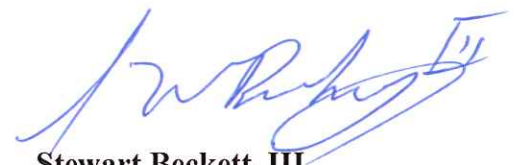
BE IT RESOLVED, that the Glastonbury Town Council hereby adjourns their regular meeting of October 10, 2017, at 9:10 pm.

Result: Motion passes unanimously {7-0-0}.

Respectfully submitted,

Kimberly Meanix Miller

Kimberly Meanix Miller
Recording Clerk



Stewart Beckett, III
Chairman